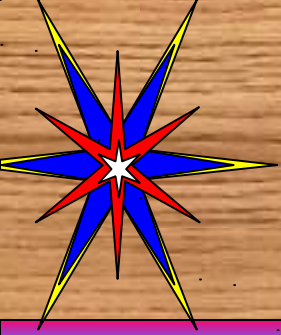


Provide Training Enabling Learning Objective

**Prepare and present a substance
abuse awareness class**



Introduction

- ▮ **As an officer or NCO you should have received some training on how to train Soldiers and/or give a briefing at a professional development course such as PLDC, BNCOC, Officers Basic Course, etc.**
- ▮ **Unfortunately, the training you received may not help you feel comfortable giving a class to your entire unit.**
- ▮ **A good instructor gets to be a good instructor by experience. The more classes you give the more comfortable and confident you will become.**
- ▮ **This lesson will provide you with some basic information and hints on how to improve your training skills.**



Methods of Instruction

- ▮ **Lecture:** The instructor basically does all the talking. Many of your training sessions will be lectures because it allows you to provide a lot of information in a short amount of time with few questions.
- ▮ **Demonstration:** This type of instruction shows the class the correct way doing something. You could use a demonstration to teach all NCOs how to properly observe during a collection.
- ▮ **Performance:** Students practice a skill to learn it. An Example would be learning the urinalysis collection procedure.



Presentation Components

- ▮ **Each presentation should have:**
 - ▮ **A motivator or introduction to capture the audiences attention**
 - ▮ **A learning objective - What you want the audience to know or be able to do.**
 - ▮ **The body of the presentation - Covers the information required for each main point**
 - ▮ **A summary or conclusion - Recaps the main points and ties it all together**



Preparing for a Class

- ▮ **Whether using a Lesson Plan (LP) and presentation provided to you or creating your own, you should:**
 - ▮ **Become familiar with the presentation, LP, training materials, and any handouts.**
 - ▮ **Review references, research the topic, or ask the ASAP staff to clarify any material that you may have questions about.**
 - ▮ **Make mental notes of cues on the slides to help you remember what you want to say.**



Preparing for a Class

- ▮ **Rehearse your presentation until you can provide the necessary information without reading it.**
- ▮ **If your LP is scripted rephrase the information to make it easier for YOU to talk about. Scripts are written as a guide to the instructor, modify it to fit your style and personality.**



Presentation Day

- ▮ **Take a tour of the room you will use for the presentation early in the day to make sure that the setup is correct and that your equipment works properly.**
- ▮ **Check yourself before you start: general appearance, voice, make a bathroom run.**
- ▮ **Avoid standing behind a podium or desk during the presentation; stand to one side of the projection screen or blackboard, and closer to the audience if possible.**



Communication

- ▮ **Position your body so that you face the audience and avoid reading the slides.**
- ▮ **Use hand and arm movements only to illustrate or emphasize points.**
- ▮ **Try to make eye contact with the entire audience.**
- ▮ **Avoid distracting mannerisms.**
- ▮ **Be clear and concise with your speech; avoid using excess language in order to make a point.**



Communication

- ▮ **Avoid distracting expressions and jargon.**
- ▮ **Use pauses effectively - they separate thoughts and ideas**
- ▮ **Vary the pitch and volume of your voice**
- ▮ **Be confident in yourself and the knowledge you have of the material**
- ▮ **Display enthusiasm, humor, and sincerity when appropriate**



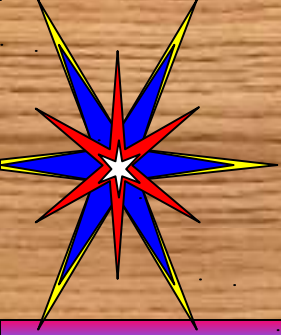
Answering questions

- ▮ If you are unsure of the answer then tell the audience that you will find out the answer and get back with them
- ▮ Remember no instructor knows everything, but researching your topic will reduce the number of questions you cannot answer



Ending the Presentation

- ▮ **Summarize the main points**
- ▮ **Ask the audience questions to see if they understood the material you presented.**
- ▮ **Thank the audience for their time and attention**
- ▮ **Provide a point of contact for further questions or assistance; you or the ASAP staff.**
- ▮ **If available provide printed materials on the subject matter you presented. Check with your ASAP for pamphlets and products.**



Summary

As the UPL you must ensure that the Soldiers in your unit receive 4 hours of alcohol and drug awareness training each year.

- ▮ The more training you give the easier it gets and the better you will get.**
- ▮ Remember to research your topic and practice your presentation**

▮ If you need more in-depth information on providing training, then you may want to see if you can take the Army Instructor Training Course or review the materials on the Reimer Digital Library.